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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995*

PART VI. HUMAN RIGHTS AND HUMANITARIAN AFFAIRS

Section 23. *Department of Humanitarian Affairs*

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* The present document contains section 23 of the proposed programme budget for the biennium 1994-1995. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Forty-eighth Session, Supplement No. 6* (A/48/6/Rev.1).

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PART VI

HUMAN RIGHTS AND HUMANITARIAN AFFAIRS

SECTION 23. DEPARTMENT OF HUMANITARIAN AFFAIRS

Overview

TABLE 23.1. SUMMARY OF 1994-1995 REQUIREMENTS BY PROGRAMME

(Thousands of United States dollars)

(I) Regular budget

	1992-1993 revised appropriation	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
A. Executive direction and management	1 600.3	2 072.2	664.9	32.0	2 737.1	268.8	3 005.9
B. Programme of work	7 349.9	9 776.2	2 878.6	29.4	12 654.8	1 123.8	13 778.6
C. Programme support	1 266.2	1 545.5	1 743.2	112.7	3 288.7	233.1	3 521.8
Total, regular budget	10 216.4	13 393.9	5 286.7	39.4	18 680.6	1 625.7	20 306.3

TABLE 23.1 *(continued)*

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
	(i) Other United Nations organizations	
	(ii) Extrabudgetary activities	
3 100.0	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	3 000.0
3 200.0	Special Account for Programme Support Costs of the Department of Humanitarian Affairs	3 500.0
Total *(a)* **6 300.0**		**6 500.0**
	(b) Substantive activities	
1 756.0	African Emergency Trust Fund	1 750.0
8 000.0	Afghanistan Emergency Trust Fund	*
9 050.0	Emergency Trust Fund for Humanitarian Assistance for Iraq	*
130.0	Sasakawa Disaster Prevention Award Endowment Fund	140.0
220.0	Trust Fund for Chernobyl	200.0
100 000.0	Trust Fund for Disaster Relief Assistance	123 900.0
3 000.0	Trust Fund for the International Decade for Natural Disaster Reduction	4 500.0
Total *(b)* **122 156.0**		**130 490.0**
	(c) Operational projects	
800.0	Trust Fund for Technical Cooperation Activities for the Department of Humanitarian Affairs	1 000.0
Total *(c)* **800.0**		**1 000.0**
Total *(a)*, *(b)* and *(c)* **129 256.0**		**137 990.0**
	Total costs	**158 296.3**

* No information is currently available on projected expenditure in 1994-1995.

TABLE 23.2. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	1992-1993 revised appropriation	Biennialized base	Resource growth		Total before recosting	Recosting	1994-1995 estimates
			Amount	Percentage			
Staff costs	8 586.0	11 213.5	3 198.9	28.5	14 412.4	1 389.1	15 801.5
Consultants and experts	110.7	115.6	240.8	208.3	356.4	16.3	372.7
Travel on official business	526.0	777.6	370.2	47.6	1 147.8	69.1	1 216.9
Contractual services	17.8	17.8	396.3	-	414.1	22.2	436.3
General operating expenses	343.6	429.6	181.5	42.2	611.1	38.5	649.6
Supplies and materials	34.5	53.0	24.2	45.6	77.2	5.2	82.4
Furniture and equipment	45.4	49.4	374.8	758.7	424.2	19.3	443.5
Fellowships, grants, contributions	552.4	737.4	500.0	67.8	1 237.4	66.0	1 303.4
Total	**10 216.4**	**13 393.9**	**5 286.7**	**39.4**	**18 680.6**	**1 625.7**	**20 306.3**

TABLE 23.3. POST REQUIREMENTS

Organizational unit: Department of Humanitarian Affairs

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1992-1993	1994-1995	1992-1993	1994-1995	1992-1993	1994-1995	1992-1993	1994-1995
Professional category and above								
USG	1	1	-	-	-	-	1	1
D-2	4	4	-	-	1	1	5	5
D-1	3	6	1	-	1	1	5	7
P-5	5	8	3	-	6	6	14	14
P-4	10	10	-	-	1	1	11	11
P-3	4	8	-	-	5	5	9	13
P-2/1	3	7	-	-	-	-	3	7
Total	**30**	**44**	**4**	**-**	**14**	**14**	**48**	**58**
General Service category								
Principal level	3	3	-	-	-	-	3	3
Other levels	17	32	2	-	24	24	43	56
Total	**20**	**35**	**2**	**-**	**24**	**24**	**46**	**59**
Other categories								
Local level	-	-	5	-	-	-	5	-
Total	**-**	**-**	**5**	**-**	**-**	**-**	**5**	**-**
Grand total	**50**	**79**	**11**	**-**	**38**	**38**	**99**	**117**

Overview

23.1 The initial legislative authority for disaster relief and mitigation derives from General Assembly resolution 2816 (XXVI) of 14 December 1971, by which the General Assembly established UNDRO and provided its basic terms of reference, as well as from subsequent resolutions of the Assembly and the Economic and Social Council, notably those related to special economic humanitarian assistance programmes for complex emergency situations. The Assembly, in its resolution 44/236 of 22 December 1989, furthermore proclaimed the 1990s the International Decade for Natural Disaster Reduction and adopted an International Framework of Action for the Decade.

23.2 In view of the rapid evolution in the nature, magnitude and frequency of both natural and man-made emergency situations in which the United Nations is called upon to assist, the General Assembly on 19 December 1991 adopted resolution 46/182, entitled "Strengthening of the coordination of humanitarian emergency assistance of the United Nations", which formulated an expanded legislative mandate in this field while at the same time profoundly restructuring existing institutional arrangements, leading to the creation of the Department of Humanitarian Affairs (DHA), into which UNDRO and a number of then existing special emergency units were incorporated. The resolution set forth Guiding Principles governing the provision of humanitarian emergency assistance stating, *inter alia*, that the United Nations had a central and unique role to play in providing leadership and in coordinating the efforts of the international community to support the affected countries, and that the United Nations should ensure the prompt and smooth delivery of relief assistance in full respect of the Guiding Principles. The resolution also provided the framework for enhancing the coordination of activities of the United Nations system in various areas of importance for the provision of humanitarian assistance and the specific responsibilities of the Emergency Relief Coordinator.

23.3 The Secretary-General, in his proposed programme budget outline for the biennium 1994-1995 (A/47/358), of which the General Assembly took note in resolution 47/213 of 23 December 1992, identified human rights and humanitarian affairs as one of the four areas for significant budgetary growth.

23.4 The 1994-1995 proposed programme budget has been formulated in response to those resolutions and in conformity with programme 37, Emergency humanitarian assistance, of the medium-term plan for the period 1992-1997, as revised (A/47/6/Rev.1). The programme will be implemented by the New York and Geneva offices of DHA.

23.5 The estimated percentage distribution of the total resources of the Department in 1994-1995 would be as follows:

		Regular budget	*Extrabudgetary*
		(percentage)	
A.	Executive direction and management	14.7	-
B.	Programme of work	67.7	99.4
C.	Programme support	17.6	0.6
	Total	100.0	100.0

A. Executive direction and management

TABLE 23.4. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	1 600.3	2 072.2	381.0	18.3	2 453.2	253.1	2 706.3
Travel on official business	-	-	283.9	-	283.9	15.7	299.6
Total	1 600.3	2 072.2	664.9	32.0	2 737.1	268.8	3 005.9

TABLE 23.5. POST REQUIREMENTS

Organizational unit: Office of the Emergency Relief Coordinator

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
USG	1	1	-	-	-	-	1	1
D-2	2	2	-	-	-	-	2	2
D-1	2	2	-	-	-	-	2	2
P-3	-	1	-	-	-	-	-	1
Total	5	6	-	-	-	-	5	6
General Service category								
Principal level	2	1	-	-	-	-	2	1
Other levels	3	7	-	-	-	-	3	7
Total	5	8	-	-	-	-	5	8
Grand total	10	14	-	-	-	-	10	14

23.6 The Office of the Emergency Relief Coordinator provides overall direction, management and policy guidance to DHA. In particular, the Coordinator is responsible for the timely and coherent response of the United Nations system to humanitarian emergencies. In that context, he serves as the Chairman of the Inter-agency Standing Committee, which was established pursuant to resolution 46/182 to address policy issues and arrangements for coordination and cooperation among concerned operational organizations. The Coordinator manages the Central Emergency Revolving Fund, established in accordance with resolution 46/182, and undertakes humanitarian diplomacy in close collaboration with the political and peace-keeping departments of the Secretariat, facilitating access by operational organizations to emergency areas for the rapid delivery of humanitarian assistance.

23.7 The Coordinator is supported by offices in New York and Geneva, each headed by Directors. The New York office consists of three substantive components, the Policy Planning and Evaluation Unit, the External Relations and Information Unit, and the Regional Monitoring Unit. The Geneva office has four substantive units, the Disaster Mitigation Branch, the Relief Coordination Branch, the Information Management and Programme Support Branch, and the Complex Emergencies Branch. In addition, the secretariat of the International Decade for Natural Disaster Reduction is attached to the Geneva office of DHA.

Resource requirements (at current rates): New York office

Staff costs

23.8 The staff costs proposed by the New York office ($1,546,600) relate to four Professional and above (one USG, one D-2, one D-1, one P-3) posts and six General Service (one Principle and five Other level) posts. This includes the proposed establishment of four new (one P-3 and three General Service (Other level)) posts. The additional P-3 post would provide much-needed support to the Office of the Under-Secretary-General in coordinating the preparation of departmental reports to the legislative and other bodies, as well as arranging departmental participation in intergovernmental and inter-agency meetings on emergency humanitarian assistance; and the additional three General Service (Other level) posts would provide essential secretarial support to the Office of the Emergency Relief Coordinator.

Travel on official business

23.9 The resource requirements for the New York office ($176,600) relate to the travel of the Under-Secretary-General and his immediate staff, as follows:

(a) Six missions to be undertaken by the Under-Secretary-General to represent the Secretary-General at official meetings and conferences concerning emergency humanitarian assistance, two in Europe and four in Africa;

(b) Six missions to be undertaken by the Under-Secretary-General to chair the meetings of the Inter-agency Standing Committee, which addresses policy issues relating to the United Nations system response to emergencies, holds regular semi-annual meetings at Geneva and also convenes when a situation calls for urgent consultations;

(c) Ten missions to be undertaken by the Under-Secretary-General or his representative to attend meetings, seminars and conferences, mainly in North America, sponsored by non-governmental organizations, humanitarian and other professional organizations on emergency humanitarian assistance;

(d) Ten missions to be undertaken by the Under-Secretary-General or his representative to conduct negotiations and consultations with Governments of affected countries and to meet with donor Governments and major policy makers in the international community for the mobilization of support;

(e) Eight missions for the Under-Secretary-General to convene and chair pledging conferences for complex emergencies, accompanied by one or two staff members.

Resource requirements (at current rates): Geneva office

Staff costs

23.10 The staff costs proposed by the Geneva office ($906,600) relate to two Professional and above (one D-2 and one D-1) posts and two General Service (Other level) posts. While maintaining the same number of General Service posts as in 1992-1993, it is proposed to redeploy one Principal level post out of Executive direction and management to the substantive programme of work and to establish one new General Service (Other level) post to maintain adequate secretarial support for the Director's Office.

Travel on official business

23.11 The resource requirements for the Geneva office ($107,300) are for the Director and his staff. Based on past experience and taking into account the Department's broader mandate, it is estimated that the Director will lead some 16 high-level missions to disaster-affected countries, participate in some 16 meetings and workshops and travel to New York for consultations three times a year.

B. Programme of work

TABLE 23.6. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	6 160.8	8 145.6	2 051.5	25.1	10 197.1	988.1	11 185.2
Consultants and experts	110.7	115.6	240.8	208.3	356.4	16.3	372.7
Travel on official business	526.0	777.6	86.3	11.0	863.9	53.4	917.3
Fellowships, grants, contributions	552.4	737.4	500.0	67.8	1 237.4	66.0	1 303.4
Total, regular budget	**7 349.9**	**9 776.2**	**2 878.6**	**29.4**	**12 654.8**	**1 123.8**	**13 778.6**

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
	(i) Other United Nations organizations	
	(ii) Extrabudgetary activities	
3 100.0	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	3 000.0
2 400.0	Special Account for Programme Supports Costs of the Department of Humanitarian Affairs	2 700.0
Total (a) 5 500.0		**5 700.0**
	(b) Substantive activities	
1 756.0	African Emergency Trust Fund	1 750.0
8 000.0	Afghanistan Emergency Trust Fund	*
9 050.0	Emergency Trust Fund for Humanitarian Assistance for Iraq	*
130.0	Sasakawa Disaster Prevention Award Endowment Fund	140.0
220.0	Trust Fund for Chernobyl	200.0
100 000.0	Trust Fund for Disaster Relief Assistance	123 900.0
3 000.0	Trust Fund for the International Decade for Natural Disaster Reduction	4 500.0
Total (b) 122 156.0		**130 490.0**
	(c) Operational projects	
800.0	Trust Fund for Technical Cooperation Activities for the Department of Humanitarian Affairs	1 000.0
Total (c) 800.0		**1 000.0**
Total (a), (b) and (c) 128 456.0		**137 190.0**
	Total costs	**150 968.6**

* No information is currently available on projected expenditure in 1994-1995.

TABLE 23.7. POST REQUIREMENTS

Organizational unit: Department of Humanitarian Affairs

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	2	2	-	-	1	1	3	3
D-1	1	4	1	-	1	1	3	5
P-5	5	8	3	-	5	5	13	13
P-4	8	8	-	-	1	1	9	9
P-3	4	6	-	-	4	4	8	10
P-2/1	2	6	-	-	-	-	2	6
Total	**22**	**34**	**4**	**-**	**12**	**12**	**38**	**46**
General Service category								
Principal level	1	2	-	-	-	-	1	2
Other levels	14	21	2	-	21	21	37	42
Total	**15**	**23**	**2**	**-**	**21**	**21**	**38**	**44**
Other categories								
Local level	-	-	5	-	-	-	5	-
Total	**-**	**-**	**5**	**-**	**-**	**-**	**5**	**-**
Grand total	**37**	**57**	**11**	**-**	**33**	**33**	**81**	**90**

23.12 Programme 37, Emergency humanitarian assistance, of the medium-term plan for the period 1992-1997, as revised, provides the broad orientation for the activities to be undertaken by DHA during the biennium and outlines its strategy and objectives to ensure better preparation for, as well as a rapid and coherent response to, emergencies, natural and man-made, thus reducing the suffering and loss of human lives and material destruction, promoting prevention and preparedness, and ensuring a smooth transition from relief to rehabilitation and development.

23.13 The programme of work aims at enhancing the coordination of activities of the United Nations system in the many areas that are important for the effective provision of humanitarian assistance. The Department, as a coordinating body, facilitates the response of the operational organizations of the system to humanitarian emergencies and works closely with Governments, both donor and recipient, and regional and non-governmental organizations to ensure a coherent international approach to emergencies and disasters.

23.14 During the biennium, the activities of the Department will focus on improving delivery of humanitarian assistance to victims of disasters and other emergencies. Emphasis will be placed on ensuring a coordinated system-wide approach in coping with all humanitarian aspects of complex emergencies. The Department will also ensure that the humanitarian dimension is fully integrated in peacemaking and peace-keeping activities, and act as an advocate for humanitarian issues. The Department will play a more active role in the vital early stages of an emergency by speedier need assessments, field situation analyses and early negotiations on access to situations, and will strengthen support of United Nations humanitarian activities by improving the preparation of consolidated appeals and by associating Governments and non-governmental organizations more closely with their preparation. Steps will be taken to strengthen the Central Emergency Revolving Fund as an effective instrument for expediting the early response of agencies to emergencies. The Department will ensure the establishment and maintenance of efficient field structures for emergency coordination, develop an effective emergency information management system, promote mitigation, prevention and preparedness activities, analyse the causes of complex emergencies with a view to promoting policies that contribute to their elimination, thus preventing the recurrence of such emergencies, and ensure the timely transition from relief to rehabilitation. The Department will contribute to the full utilization of the capacities of relief organizations to address humanitarian problems, through its participation in the Inter-agency Standing Committee.

23.15 Within the programme of work, the estimated percentage of distribution of resources would be as follows:

	Regular budget	*Extrabudgetary*
	(percentage)	
Subprogramme 1.* Policy planning and development	8.9	-
Subprogramme 2.* Disaster prevention and preparedness	17.7	33.3
Subprogramme 3. Emergency information management	17.6	25.0
Subprogramme 4.* Disaster relief	23.5	25.0
Subprogramme 5.* Complex humanitarian emergencies	32.3	16.7
Total	100.0	100.0

23.16 The Department's substantive programme of work will be implemented by its New York and Geneva offices, in a closely integrated and complementary manner, as indicated below.

*Subprogramme 1. Policy planning and development**

23.17 The overall objective of this subprogramme is to fulfil the leadership role entrusted to the Secretary-General, through effective and strategic policy planning, monitoring and selected evaluation, to ensure better preparation for, as well as rapid and coherent responses to, natural disasters and other humanitarian emergencies.

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* High priority.

23.18 During the biennium, activities will focus on the planning and development of key policy issues that are important for the effective delivery of humanitarian aid. These policy issues relate to the active exercise of humanitarian diplomacy, to the early warning of displaced persons, munition clearance and to the modalities for ensuring a transition from relief to rehabilitation and long-term socio-economic development. Policy analyses and recommendations will be formulated to ensure maximum complementarity between the work of the United Nations in the humanitarian field with related activities in the political, social, economic, ecological and technological areas. Activities will include the periodic evaluation of selected complex emergencies in order to gain from experience and the regular review of the implementation of resolution 46/182 in order to reflect on how the conceptual framework provided by the General Assembly can be reinforced. The implementation of activities will involve active participation in related inter-agency programmes and close collaboration with the political and developmental entities of the United Nations system.

23.19 The subprogramme will be implemented by the New York office.

Activities

1. International cooperation

(a) Continuous monitoring of changes in the international situation and their possible effect on the capacity of the United Nations to carry out its humanitarian mandate under resolution 46/182;

(b) Formulation, in close collaboration with organizations of the United Nations system and non-governmental organizations, of strategies and policies for the effective provision of humanitarian assistance;

(c) Periodic evaluation of selected complex emergencies in order to benefit from experience gained. The results of these evaluations will be used as a guide for future emergencies and serve as the core of an institutional memory of the United Nations;

(d) Participation in task forces and studies for implementation of the report of the Secretary-General, "An Agenda for Peace" (A/47/277-S/24111), by elaboration on the interrelationship between humanitarian activities and peacemaking, peace-keeping and peace-building; the advancement of humanitarian objectives through diplomacy; the modalities for ensuring access and delivery of humanitarian assistance; the feasibility of establishing security arrangements for humanitarian assistance in conflict situations; and the promotion of legal norms for the protection of humanitarian convoys and personnel in conflict situations;

(e) Collaboration with international developmental and financial institutions such as UNDP, IMF and the World Bank in order to explore and define practical arrangements for the smooth transition from relief to rehabilitation and long-term development in emergency situations; and substantive support for meetings of the Inter-agency Standing Committee on policy issues relating to the continuum between relief and development;

(f) Development and maintenance of an early warning information system on complex emergencies, including the establishment of indicators for the early detection of impending emergencies and disasters;

(g) Monitoring of global displacement patterns and analyses of their root causes; examination of the issues of return, repatriation and reintegration of the displaced, and the preparation of related reports and studies; and substantive support to the monthly inter-agency consultations on early warning of new flows of refugees and/or displaced persons;

(h) Development of international guidelines and operational arrangements, in collaboration with the Department of Peace-keeping Operations, with regard to the removal, control and banning of mines; establishment and maintenance of a database on mine clearance providing detailed information on the presence of mines world wide, on mine clearance activities and on a timetable of mine clearance operations; collaboration with non-governmental organizations and other organizations for launching public information campaigns to bring about further restrictions on the use of mines;

(i) Development, in collaboration with the relevant Secretariat services, of special emergency rules and procedures for the quick disbursement of emergency funds, procurement of emergency supplies and the recruitment of emergency relief staff;

(j) Contacts with academic and research institutions world wide to address the issues of displacement, mine clearance and the continuum between relief and development through correspondence, seminars and conventions.

2. Parliamentary services

Parliamentary documentation: preparation of the Secretary-General's annual report to the General Assembly on the strengthening of the coordination of emergency humanitarian assistance of the United Nations; and reports on evaluation of selected complex emergency situations and analytical papers on major policy issues relating to humanitarian operations, as may be required by the Security Council, the General Assembly, the Economic and Social Council and other specialized bodies.

3. Coordination, harmonization and liaison

(a) The Department will act as the focal point within the United Nations system for the provision of early warning information pertaining to natural and man-made emergencies, new flows of refugees and displaced persons, mine clearance and the continuum between relief and development, convening inter-agency working groups on those subjects;

(b) The Department will cooperate closely with United Nations entities in the political and developmental fields to ensure complementarity between the work of the United Nations in the humanitarian field with related activities in the political, economic, social and ecological areas.

*Subprogramme 2. Disaster prevention and preparedness**

23.20 Disaster mitigation has been increasingly recognized as the most cost-effective means of reducing the impact of disasters, particularly those caused by natural hazards or those having sudden impact. The Department will continue to develop and apply the most effective methodologies for disaster prevention and impact reduction, in particular to enhance integrated disaster mitigation at national and regional levels; promote greater exchange and dissemination of appropriate technology; promote closer collaboration, *inter alia*, through the provision of technical and programming support; carry out more active pooling, analysis and dissemination of early warning of recurrent and impending natural disasters; and stimulate the development of scenario-specific preparedness plans with emphasis on maximizing the use of local resources.

23.21 In carrying out the above activities, the necessary steps will be taken to ensure optimal support for the objectives of the International Decade for Natural Disaster Reduction, and complementarity of action between the Disaster Mitigation Branch of DHA and the secretariat of the Decade, as well as with UNDP, to promote the inclusion of mitigation measures in development projects where applicable.

23.22 The subprogramme will be implemented by the Geneva office, with support from the New York office.

Activities

1. Operational activities

(a) Hazard and risk assessment surveys and reduction strategies: surveys of prevailing hazards and assessment of their frequency of occurrence for different levels of magnitude; evaluation of research findings in hazard assessment in

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* High priority.

collaboration with other specialized agencies and promotion and monitoring of their application; estimation of risk, that is, expected human and material losses, through the use of disaster scenarios; and formulation of strategies to reduce those risks or provide early warning of their likely occurrence. These surveys result in reports for use by the Governments concerned and lead to the formulation and promotion of projects for disaster reduction (12 surveys each year of the biennium);

(b) Disaster mitigation training programmes: formulation of comprehensive disaster mitigation projects and implementation of training programmes; preparation, for those scenarios that portray the major future risks, of work programmes for step-by-step application of disaster mitigation procedures; training of those responsible for the technical and organizational aspects of disaster mitigation, including the assignment of precise functions to appropriate governmental departments and agencies; training includes consultancy missions by experts, study tours and attendance at specialized training courses, regional seminars and workshops (16 activities each year of the biennium);

(c) Technical cooperation and institution-building: studies on the feasibility of creating governmental and institutional structures responsible for disaster mitigation and management at the national and subregional levels; and technical cooperation in strengthening existing disaster mitigation services, assistance in establishing new management institutions and arrangements for the mitigation of sudden disasters, through projects formulated as a result of country surveys and feasibility studies (six studies each year of the biennium).

2. International cooperation (XB)

(a) Programme development: the promotion of activities of the Decade within the United Nations system, as well as the involvement of the private and business sectors in Decade-related activities will be further stimulated by the Decade secretariat during the biennium; coordination between national committees, national disaster management organizations and institutions, and local voluntary organizations will be strengthened, and donor support will be mobilized for projects established within the Decade framework. The Decade secretariat provides support to projects for development and application of science and technology in natural disaster reduction. Country-level activities will be further encouraged, with technology and skills transfer between national committees and other disaster management organizations from different countries;

(b) The World Conference on Natural Disaster Reduction will be held in Japan from 23 to 27 May 1994. The Conference will contribute to the mid-term review of the Decade and will be preceded by national, regional and sectoral workshops and meetings, which are expected to review and report on Decade-related activities for the Conference. The Decade secretariat, together with a preparatory committee and a local organizing committee, will be responsible for the conference arrangements and close inter-agency coordination among the organizations of the United Nations system.

3. Information materials and services (XB)

The information strategy developed by the Decade secretariat and the Scientific and Technical Committee for the Decade will be implemented in collaboration with the media and will involve training programmes with a network of institutions and agencies. The annual International Day for Natural Disaster Reduction, celebrated on the second Wednesday of October, and the *STOP Disasters* newsletter will continue to be the principal vehicles for promotional activities.

Subprogramme 3. Emergency information management

23.23 The objective of the subprogramme is to enhance the Department's overall capacity to plan, coordinate and support the response of the United Nations system to humanitarian emergencies and natural disasters through the systematic collection and dissemination of timely and comprehensive information pertaining to emergencies and disasters.

23.24 The Department's ability to fulfil the new mandate formulated by the General Assembly in its resolution 46/182 will depend to a considerable extent on its ability to acquire, process and disseminate real-time information and provide

field offices, donor Governments, recipient countries, as well as non-governmental organizations and the international community at large, with information essential for the immediate mobilization of resources and an effective emergency response. Reliable and timely information provided to emergency managers will optimize and increase the cost-effectiveness of relief operations and mitigation programmes, as well as mobilize and increase public support.

23.25 The subprogramme will be implemented jointly by two closely linked information components within the Department. The New York office will be responsible for the overall information strategy of the Department and for the provision of press and public information services in New York. The Geneva office will be responsible for the provision of press and public information at Geneva and will, in addition, be responsible for the technical aspects of information management with regard to emergencies and disasters.

Activities - New York office

1. International cooperation

External relations: the New York office will serve as the focal point at Headquarters for the exchange and dissemination of information on emergency humanitarian activities through cooperation with interested Governments, relevant intergovernmental and non-governmental organizations, other humanitarian organizations and the media.

2. Information materials and services

(a) Formulation of communication and publication strategies;*

(b) Establishment of links with the international, as well as the local/regional media, to alert them to important new developments, including the provision of timely information on issues of special concern;*

(c) Publication of bi-weekly newsletters on humanitarian activities, donors' contributions and utilization of the Central Emergency Revolving Fund; and production of information pamphlets for distribution to Governments, non-governmental organizations, research institutions and the media;

(d) Briefings for the print and electronic media;

(e) Press releases relating to fact-finding missions, donor meetings, launching of consolidated appeals, humanitarian conferences and utilization of the Central Emergency Revolving Fund;

(f) Organization of journalists' visits to selected crisis areas and arranging access to certain emergency situations for media to highlight a particular humanitarian crisis;

(g) Participation in lectures, conferences, exhibits and information forums.**

3. Coordination, harmonization and liaison

Collaboration with the information units of UNHCR, UNICEF, WFP and other operational organizations to ensure a coordinated system-wide approach to United Nations humanitarian activities.

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* High priority.

** Low priority.

Activities - Geneva office

1. International cooperation

(a) Operations centre: development of an emergency operations centre, in close association with relevant organizations of the system and pertinent national institutions, for the collection, analysis and dissemination of emergency-related information, which will be provided by telecommunication and satellite connections, permitting instant decision-making by the disaster management community. The availability of specialized databases and of computer-generated maps of affected areas will permit the strengthening of emergency preparedness and response capabilities, and the mobilization and delivery of resources in cash and in kind;

(b) Early warning systems: development of information systems to provide critical indicators of potential disasters to decision makers within the United Nations Secretariat and the system; determination of trigger levels for possible alert and notification procedures specific to different types of natural or sudden disasters and to the particular vulnerability of a specific country or region; inter-agency exchange of information through regular meetings on systematization of sociological and ecological indicators for potential emergencies;

(c) Emergency information systems: development and maintenance of the International Emergency Readiness and Response Information System with a view to coordinating standard operational procedures in the emergency information field, through workshops, consultations and exchanges with relevant international and national organizations; and elaboration and publication in close consultation with the partners in the System of international guidelines for collecting and disseminating disaster-related information; evaluation of such guidelines through field-level pilot projects;*

(d) Resource mobilization: devising and presenting to donors cohesive and transparent reporting on core financial needs, contributions and expenditures; devising and utilizing the techniques and publicity materials required to raise funds for core functions; and development of system-wide tracking mechanisms to monitor and report on resources made available in response to appeals for emergency assistance.

2. Published material

(a) Databases: development and maintenance of updated registers and databases of disaster management training institutions, registers of national relief officials, disaster case histories, humanitarian missions and inventories of relief resources and supplies for the use of the disaster management community at large;

(b) Local and wide area network development (LAN): extension of the existing LANs to link all units of DHA in New York, Geneva and the field; introduction of computerized record management systems to facilitate build-up of and access to institutional memory; maintenance and development of the United Nations International Emergency Network (UNIENET), including the introduction of a revised Disaster Information Systems Network; and activities to enlarge UNIENET in both its functions as an electronic mail vehicle and electronic news bulletin within its varied audience of research centres, specialized agencies of the system and government officials, in order to provide operational information in relation to needs assessment and contributions reporting;

(c) Publications: dissemination every two months of *DHA-News* (approximately 30,000 copies), on various aspects of emergency management and operations; and information manuals, as well as the production of pamphlets on issues, problems and the response capacity of the United Nations system.

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* High priority.

3. Information materials and services

(a) Further development of the existing specialized public relations programme for emergencies, designed to inform and sensitize the disaster management community and the general public on the work of the United Nations and its system of organizations;**

(b) Improving the flow of information to the mass media, through press briefings for news correspondents, the convening of seminars and symposia, participation in public meetings, and responding to requests for information material, interviews and articles.

4. Operational activities

Group training: conceptualization, development and implementation of emergency management training programmes designed to pass on the results of experience gained in relief coordination and disaster management to those who need it, including the joint DHA/UNDP Disaster Management Training Programme; development of a core curriculum embodying principles and operating standards for humanitarian preparedness and action; and assistance to developing countries, donors, non-governmental organizations and others in the identification of organizational and staff development needs, and in delivering programmes to meet those needs.*

*Subprogramme 4. Disaster relief**

23.26 The mobilization and coordination of immediate assistance following natural and other sudden disasters, in response to requests from Member States, has traditionally constituted one of the major functions of the Department. Consolidated need assessment and the issuance of concerted international appeals, comprising the activities of sectoral relief programmes, aim at meeting properly identified needs and at avoiding duplicated and unnecessary supplies. This subprogramme's main task is to assist recipients and donors alike in striving towards aid that is timely and appropriate. In addition to its national relief activities, a disaster-stricken developing country frequently needs expertise, cash and in-kind contributions from abroad to help it meet the victims' survival needs and restore basic living conditions through appropriate relief, rehabilitation and reconstruction.

23.27 In its resolution 46/182 the General Assembly attaches particular importance to innovative approaches towards improving emergency response and the subprogramme will focus on this aspect, *inter alia*, through contingency funding arrangements, the development of a central register of relief personnel and resources, the conclusion of arrangements with relevant partners to draw upon capacities existing within and outside the United Nations system and the introduction of special emergency guidelines and procedures. The Department's strategy is also based on a more active, systematic and operational approach to disaster relief coordination by improving early warning and alert functions, assuming immediate system-wide responsibility when a sudden natural disaster or other emergency strikes, strengthening capacities for field missions, on-site assessments, and operational cooperation and coordination.

23.28 The subprogramme will be implemented by the Geneva office.

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* High priority.

** Low priority.

Activities:

1. International cooperation

(a) Development and maintenance of a stand-by capacity:

(i) Establishment of a Central Register of Disaster Management Capacities as an operational instrument to support the United Nations system and the international community in their efforts to deliver essential emergency humanitarian aid expeditiously. Three parts of the Register are already in existence, namely, directories of international search and rescue teams, national emergency response offices and national emergency relief services - major donor Governments. Three additional parts will be developed regarding stockpiles of disaster relief items available for international assistance, disaster management expertise and military and civil defence assets for disaster relief items;

(ii) Conclusion of agreements with Governments to make resources available to the Department, such as participants in United Nations Disaster Assessment and Coordination (UNDAC) stand-by teams, which are dispatched at very short notice to the disaster site, relief managers, communications experts, equipment and transport capacities;

(iii) Meetings with Governments and specialized institutions to enhance preparedness at the international level and pave the way for newly developing concepts, and to develop operational procedures for mobilization of international disaster relief teams; improved regional and interregional cooperation of such teams; operational frameworks and training programmes for UNDAC stand-by teams composed of DHA staff and experts from national emergency relief services; a coherent plan for the best use of existing emergency stockpiles; guidelines for the use under United Nations auspices of military and civil defence assets in disaster relief; and post-disaster evaluations with a view to improving future disaster responses;

(b) Facilitation of relief coordination and resource mobilization at the country, international and regional levels:

(i) Given that the subprogramme is expected to cover, at varying levels, over 100 new natural or other sudden disaster situations during a biennium, it is estimated that about 70 field missions for on-site assessment of damage/relief needs will be required. This will include the fielding of UNDAC stand-by teams dispatched to the actual site of an emergency, equipped with appropriate telecommunications equipment, and will provide qualified on-the-spot assessments of damage and humanitarian needs during the immediate survival phase. The teams will also facilitate on-site coordination of international relief activities, including search and rescue;

(ii) Based on past experience, 100 appeals to the international community for coordinated relief aid are expected to be launched on behalf of the United Nations; coordination meetings with specialized agencies and donors will be held; and 450 situation reports, continuously updating humanitarian needs, will be issued to the international community on evolving emergency situations and on contributions made through the Department, system-wide, and by the international community at large. Instantaneous dissemination of details of appeals by means of a computerized communications system to several hundred addressees of the international disaster management community is an indispensable output of the subprogramme;

(iii) Additional measures to support more effective relief operations include establishment of an emergency operations centre at Geneva equipped with advanced technology used for early warning and monitoring. The Centre will be manned on a 24-hour basis during emergencies as the nerve centre of the Department's relief coordination and mobilization activities; a streamlined 24-hour duty system and standard operational procedures will be introduced for stand-by and immediate activation of an operational mode in case of sudden natural or other (non-complex) disasters; and an expanded and enhanced system for recording of voluntary humanitarian contributions with applications for field offices is to be developed;

(c) Provision of assistance to national authorities in the field of search and rescue operations, relief coordination, supply logistics and distribution of relief material at the disaster site: following requests from the authorities of a disaster-stricken country, such support will be provided through the fielding of missions, with guidance and backstopping provided by the DHA headquarters;

(d) Granting direct assistance in the form of resources and expertise to an affected country: (i) emergency grants to stricken countries will continue to provide some immediate relief aid or in some cases finance local measures leading to concerted relief programmes; (ii) shipment and distribution of emergency supplies from the Supply Depot at Pisa, Italy: an average of 20 to 25 relief shipments, the majority by air, can be foreseen each year of the biennium; and (iii) planning for the utilization of voluntary contributions from the donor community channelled through DHA for relief assistance to disaster victims and monitoring and reporting on the use of these funds;

(e) Strengthening cooperation with UNDP and other United Nations organizations, notably at the country level, through support to disaster management teams: throughout the entire emergency period, close and continuous cooperation between UNDP and DHA will be maintained. Disaster management teams in selected disaster-prone countries will be provided with special support for stand-by/relief activities, for example in the establishment of baseline data, contingency arrangements and relief management tools;

(f) Supporting efforts of United Nations organizations in reducing the impact of industrial, chemical and nuclear disasters: cooperation with IAEA, IMO, UNEP and other relevant bodies by sharing of information, notification of disaster incidents, dissemination of information/situation reports, on-site assessment, providing services of the emergency operations centre with 24-hour coverage and identification of required expertise and other resources, including military or civil defence assets, through the Central Register of Disaster Management Capacities;

(g) Maintaining an overview of all emergencies through the systematic pooling and analysis of early warning information: (i) to maintain an overview and comprehensive records of DHA and international community involvement, standardized disaster statistics will be kept; and (ii) there will be monitoring of early warning information regarding sudden natural disasters and other emergencies. These data will be shared with other members of the international disaster management network, with scientific monitoring institutions and relevant United Nations and other bodies.

*Subprogramme 5. Complex humanitarian emergencies**

23.29 The term "complex humanitarian emergencies" is used in this context for those emergency situations which exceed the capacity of a single agency of the United Nations system and thus require a coordinated inter-agency response; for situations of such a magnitude that the authority of the Secretary-General is required to coordinate the work of the United Nations system efficiently and to mobilize the international community; situations with a high degree of political sensitivity that require high-level guidance and/or intervention; and situations in which an immediate short-term response is not adequate, thus requiring concerted efforts over time.

23.30 The New York office focuses on humanitarian diplomacy and the policy and diplomatic dimensions of complex emergencies. It addresses complex emergencies as they emerge and is responsible for initiating activities to ensure timely and effective responses. This includes formulation of system-wide strategies and guidelines, consultations with concerned United Nations organizations as well as with Governments and other parties concerned on operational modalities, participation in fact-finding missions, organizing of needs assessment of field situations and addressing political constraints relating to the effective and unimpeded delivery of humanitarian aid, including negotiations on access. The New York office works closely with the concerned political, peace-keeping and economic and social entities of the Secretariat. It also provides substantive support to the deliberations of intergovernmental bodies on complex emergencies, including in particular the Security Council, the General Assembly and the Economic and Social Council.

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* High priority.

23.31 The Geneva office has the primary responsibility for the fielding of inter-agency assessment missions, the preparation of consolidated appeals for the organization of donors' meetings both at Geneva and at the field level and for the provision of substantive support to those meetings. It is also responsible for operational support towards the implementation of projects at the field level, the monitoring of complex emergencies and the reporting on the implementation of proposals contained in launched appeals for tracking of financial and in-kind contributions and the preparation of consolidated situation reports. The office in Geneva also provides, through the Inter-agency Support Unit, support to the Inter-agency Standing Committee and its Inter-agency Working Group. The Inter-agency Support Unit also follows up the implementation of recommendations adopted by the Inter-agency Working Group and the Inter-agency Standing Committee. A DHA Complex Emergencies Branch will be established at Geneva to focus on the activities envisaged for the subprogramme, which will be implemented jointly by the New York and Geneva offices.

Activities - New York office

1. International cooperation

(a) Formulation of terms of reference for and organization of inter-agency needs assessment missions in consultation with the Geneva office (approx. 15 missions per year);

(b) Consultations with Governments of affected countries, donors, relevant United Nations entities, intergovernmental and non-governmental organizations in formulating a system-wide response to emergencies;

(c) Setting up field coordination structures, including staffing requirements, and division of responsibilities among concerned operational organizations of the system;

(d) Monitoring and supporting the implementation of humanitarian relief programmes;

(e) Ad hoc missions to resolve problems of a policy nature in the implementation of programmes, in particular with respect to access to an emergency situation (approx. 10 missions per year);

(f) Organization of ad hoc inter-agency consultations to deal with policy issues relating to specific and emerging problems;

(g) Organization of periodic meetings with relevant intergovernmental and non-governmental organizations with a view to strengthening cooperation for a coordinated response to complex emergencies;

(h) Cooperation and coordination of system-wide efforts to study, mitigate and minimize the consequences of the Chernobyl disaster, including an analytical review of all related United Nations activities, including those of regional and other organizations; coordination of related activities of the United Nations system through an inter-agency task force; revision and adjustment, as required, of the Joint Plan for Assistance to Chernobyl in consultation with the national authorities concerned; and establishment and maintenance of a database on bilateral and multilateral assistance activities, dissemination of information and preparation of related reports on the Chernobyl disaster.

2. Parliamentary services

Preparation of reports and background papers on specific country situations as may be required for the Security Council, General Assembly and Economic and Social Council (approx. eight reports per year).

3. Coordination, harmonization and liaison

Promotion of a coordinated United Nations system approach to humanitarian emergency situations and, when required, the preparation of policy papers for the Inter-agency Standing Committee's consideration of specific complex emergencies.

Activities - Geneva office

1. International cooperation

(a) Monitoring potential complex emergencies, identified through early warning exercises in order for the Inter-agency Standing Committee and its inter-agency working group to examine and determine possible responses to such crises;

(b) Fielding of inter-agency need assessment missions to affected countries;

(c) Preparation and consolidation of approximately eight inter-agency assessment mission reports and appeals;

(d) Organization and support to approximately 10 pledging conferences in outposted locations as well as at established United Nations offices;

(e) Monitoring the effectiveness of agreed coordination structures and assignment of responsibilities among operational organizations for each complex emergency;

(f) Mobilizing and providing support staff to inter-agency emergency coordination units in the field;

(g) Collection and processing of information in order to provide the operational agencies, donors and countries concerned with comprehensive reports, including quarterly progress reports, on the international response to a given emergency;

(h) Assistance to operational agencies in resource mobilization by gathering and reporting on financial and in-kind contributions channelled through United Nations organizations, bilateral agencies and non-governmental and other relief organizations;

(i) Identification of unmet or new emergency needs and systematization of follow-up activities related to donor meetings;

(j) Organization of periodic meetings with relevant intergovernmental and non-governmental organizations with a view to strengthening cooperation for a coordinated response to complex emergencies.

2. Coordination, harmonization and liaison

(a) Provision of substantive support for the Inter-agency Standing Committee and review of country situation and operational constraints;

(b) Promotion of the concept of including preparedness and prevention activities in rehabilitation components of inter-agency appeals;

(c) Cooperation with the Decade secretariat, to the extent that disaster reduction measures need to be taken into consideration when developing responses to complex emergencies.

Resource requirements (at current rates): New York office

Staff costs

23.32 The staff resources required by the New York office ($3,876,300) relate to 15 Professional and above (2 D-2, 2 D-1, 3 P-5, 4 P-4, 2 P-3, 2 P-2) established posts and 10 General Service (Other level) posts and would include the following changes:

(a) The transfer from DHA to the Department of Political Affairs of six temporary posts (one P-5, one General Service (Other level), four Local level) attached to the office of the Coordinator of Assistance for the Reconstruction and Development of Lebanon;

(b) The abolition of one temporary Local level post located at Bangkok previously authorized for the Office of the Special Representative of the Secretary-General for Humanitarian Assistance to the Kampuchean People, subsequently consolidated into DHA and no longer required;

(c) The conversion of four temporary posts (one D-1, two P-5, one General Service (Other level)) to established posts;

(d) The establishment of seven new posts (one D-1, one P-3, two P-2, three General Service (Other level)) for the implementation of substantive activities as follows:

(i) The D-1, P-3 and 1 General Service (Other level) posts are required to strengthen the Policy Planning and Evaluation Unit, which is responsible for activities related to subprogramme 1, Policy planning and development. The D-1 post would accommodate the Chief of the Unit and the P-3 post is required for applied research and the preparation of analytical papers on policy and functional issues. One General Service (Other level) post is required for secretarial support;

(ii) One P-2 and one General Service (Other level) post would assist in the implementation of subprogramme 3, Emergency information management, providing information and liaison services for the community of international and non-governmental organizations;

(iii) One P-2 and one General Service (Other level) post would be related to the implementation of subprogramme 5, Complex humanitarian emergencies, and would assist in the substantive servicing of intergovernmental bodies and the collaborative efforts with the political and peace-keeping departments of the Secretariat.

Consultants and experts

23.33 The estimated requirements of the New York office ($186,800) relate to consultancy services for developing programme outlines for a smooth transition from relief to rehabilitation and long-term sustainable development; and for expertise required to conduct research, compile and analyse technical information and create a database of Chernobyl-related activities of the United Nations system and regional organizations.

Travel on official business

23.34 The estimated requirements of the New York office ($386,100) would provide for the following missions:

(a) Six missions to participate in consultative mechanisms for early warning of new flows of refugees and/or displaced persons, as well as participation in inter-agency workshops on the displacement of populations;

(b) Four missions to participate in conventions and to collaborate with relevant academic and research institutions regarding policy planning and evaluation issues;

(c) Four missions for consultations with the World Bank, IMF and other developmental agencies on policy matters relating to the continuum between relief and development;

(d) Sixteen missions to affected areas, during initial stages of a crisis or disaster, for briefing purposes and gathering background;

(e) Two missions to affected areas to facilitate journalists' access in order to highlight a particular humanitarian crisis.

Resource requirements (at current rates): Geneva office

Staff costs

23.35 The staff resources required by the Geneva office ($6,320,800) relate to 19 Professional and above (2 D-1, 5 P-5, 4 P-4, 4 P-3, 4 P-2) established posts and 13 General Service (2 General Service (Principal level), 11 General Service (Other level)) posts, and would include the following changes:

(a) One General Service (Principal level) post would be redeployed from Executive direction and management to the substantive programme of work;

(b) One General Service (Other level) post would be redeployed from the programme of work to strengthen programme support;

(c) The establishment of 9 new posts (1 D-1, 1 P-5, 1 P-3, 2 P-2, 4 General Service (Other level)) for the implementation of substantive activities as follows:

(i) One P-2 and 1 General Service (Other level) post would strengthen the implementation of subprogramme 2, Disaster prevention and preparedness;

(ii) One P-3 and 1 General Service (Other level) post are required to assist with activities related to subprogramme 3, Emergency information management;

(iii) One P-5, 1 P-2 and 1 General Service (Other level) post are required for the implementation of subprogramme 4, Disaster relief, which includes the expanding emergency relief services and further development of a stand-by capacity;

(iv) The D-1 post is required for the Chief of the Complex Emergencies Branch, which is responsible for implementation of subprogramme 5, Complex humanitarian emergencies, and 1 General Service (Other level) post would provide secretarial support.

Consultants and experts

23.36 The estimated requirements of the Geneva office ($169,600) would provide $114,600 for consultancy services and $55,000 for ad hoc expert groups as follows:

(a) Consultancy expertise required for field missions to analyse needs, formulate mitigation projects at the national and regional levels, and to conduct disaster mitigation workshops and specialized training seminars;

(b) Consultancy services for implementation of telecommunications and satellite systems for the emergency operations centre;

(c) Technical expertise to assist post-disaster evaluations to provide advice on specialized aspects of disaster mitigation and relief;

(d) One ad hoc expert group meeting on emergency disaster telecommunications systems; one meeting on the disaster information systems network; and two meetings on the grouping of electronic and printed data publications.

Travel on official business

23.37 The estimated requirements of the Geneva office ($477,800) would provide for the following staff travel:

(a) Sixteen missions to disaster-prone countries for feasibility studies in response to requests for disaster mitigation assistance and to provide technical advice in case of high-level emergencies such as volcanic eruption threats and earthquake predictions;

(b) Eight missions for substantive participation in specialized meetings, symposiums, conferences and workshops on information systems and data dissemination techniques;

(c) Sixteen field assessment and coordination missions to prepare consolidated inter-agency appeals and to participate in inter-organizational meetings regarding complex emergencies and other disasters.

Fellowships, grants, contributions

23.38 An amount of $1,237,400 is proposed, reflecting an increase of $500,000, for grants which, in accordance with General Assembly resolution 38/202 of 20 December 1983, would enable the Department to respond to requests for emergency disaster assistance, with a normal ceiling of $50,000 per country in the case of any one disaster. The proposed increase would allow an additional number of disaster-affected countries to benefit from such assistance.

C. Programme support

TABLE 23.8. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	824.9	995.7	766.4	76.9	1 762.1	147.9	1 910.0
Contractual services	17.8	17.8	396.3	-	414.1	22.2	436.3
General operating expenses	343.6	429.6	181.5	42.2	611.1	38.5	649.6
Supplies and materials	34.5	53.0	24.2	45.6	77.2	5.2	82.4
Furniture and equipment	45.4	49.4	374.8	758.7	424.2	19.3	443.5
Total, regular budget	**1 266.2**	**1 545.5**	**1 743.2**	**112.7**	**3 288.7**	**233.1**	**3 521.8**

(2) Extrabudgetary resources

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
	(ii) Extrabudgetary activities	
800.0	Special Account for Programme Support Costs for the Department of Humanitarian Affairs	800.0
800.0	**Total *(a)***	**800.0**
-	*(b)* Substantive activities	-
-	**Total *(b)***	-
-	*(c)* Operational projects	-
-	**Total *(c)***	-
800.0	**Total *(a)*, *(b)* and *(c)***	**800.0**
	Total costs	**4 321.8**

TABLE 23.9. POST REQUIREMENTS

Organizational unit: Executive Office

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
P-5	-	-	-	-	1	1	1	1
P-4	2	2	-	-	-	-	2	2
P-3	-	1	-	-	1	1	1	2
P-2/1	1	1	-	-	-	-	1	1
Total	3	4	-	-	2	2	5	6
General Service category								
Other levels	-	4	-	-	3	3	3	7
Total	-	4	-	-	3	3	3	7
Grand total	3	8	-	-	5	5	8	13

23.39 The Administrative Service of the New York office serves as the Executive Office for the Department and coordinates the overall administration of the New York and Geneva offices within the framework of agreed delegation of authority between the two offices.

Activities - New York office

(a) Programme planning, budget and finance: preparation of the medium-term plan and coordination of departmental programme budget submissions; departmental presentations for ACABQ, CPC and the Fifth Committee; and preparation and management of the New York programme budget and administration of the related financial resources;

(b) Human resource management: administration of and assistance on all personnel matters, coordination and development of a departmental plan of action for recruitment, placement and training of staff, and preparation of annual staff promotion reviews;

(c) Administration of the Central Emergency Revolving Fund: financial administration of the Fund, ensuring compliance with rules and procedures governing its use, monitoring of advances to operational organizations and replenishments to the Fund, ensuring financial reporting from operational organizations utilizing the Fund and preparation of related reports and documents for distribution to Member States, intergovernmental and non-governmental organizations, as well as to operational agencies;

(d) Administrative support to humanitarian operations in the field: assistance in the preparation of budgetary requirements, evaluation of candidates and provision of other administrative services.

Activities - Geneva office

(a) Programme planning, budget and finance: preparation of the medium-term plan and departmental programme budget submissions relating to the Geneva office; management of the Geneva programme budget and administration of the related financial resources; and administration of DHA trust funds;

(b) Human resource management: advice and assistance on all aspects of personnel administration, including developing a plan of action for recruitment, placement and training of staff, and preparation of annual staff promotion reviews for Geneva staff;

(c) Administrative support to humanitarian operations in the field: assistance in the preparation of budgetary requirements, evaluation and placement of field staff, replenishment of field accounts and processing of field expenditures, and provision of other administrative services.

Resource requirements (at current rates): New York office

Staff costs

23.40 The staff costs proposed for the New York office ($543,600) relate to one P-4 and two General Service (Other level) posts. This reflects an increase of two General Service (Other level) posts, which are required to provide adequate secretarial support.

Contractual services

23.41 The resources proposed for the New York office ($138,900) would provide for the translation, editing and printing of the DHA information pamphlet; the contractual translation of technical documentation and reports relating to the Chernobyl programme; and subscriptions to world-wide database systems and news services.

General operating expenses

23.42 Resource requirements ($265,200) relate to the maintenance of facsimile, data-processing and office automation equipment; long-distance communications and facsimile transmission charges; official functions in the context of humanitarian assistance meetings; and miscellaneous services such as the cost of air shipment of urgent documentation required by the Geneva office and humanitarian operations in the field.

Supplies and materials

23.43 Estimated requirements ($57,200) are related to the provision of special materials such as maps and computer- and reproduction-related supplies.

Furniture and equipment

23.44 The requirements of $160,700 include a non-recurrent provision of $145,000 for the acquisition of office furniture and equipment, and the replacement of office automation equipment.

Resource requirements (at current rates): Geneva office

Staff costs

23.45 The staff costs proposed for the Geneva office ($1,218,500) relate to five posts (one P-4, one P-3, one P-2, two General Service (Other level)), and includes the proposed addition of three new posts (one P-3 and two General Service (Other level)). The additional P-3 post is required for a Finance Officer necessitated by the increased workload caused by the integration within the DHA Geneva office of several new organizational units. The addition of two General Service (Other level) posts would provide adequate secretarial support.

Contractual services

23.46 Resource requirements of the Geneva office ($275,200) relate to external translation and printing required owing to the urgency of producing emergency appeals and progress reports in different languages, and to documentation for donor pledging conferences. Other contractual printing is related to studies, ad hoc emergency reports and an annual special issue on natural disasters and complex emergencies. Software and systems to improve the services and facilities of UNIENET will be further developed. Data-processing services will include dissemination of the Department's information base over a wide area network and in particular access to and from the field.

General operating expenses

23.47 Estimated resources for the Geneva office ($345,900) relate to the rental of conference facilities for four donor pledging conferences; the telecommunications requirements of the Geneva office; the costs of rental and maintenance of office automation equipment; miscellaneous services such as freight of telecommunications equipment to disaster-affected countries; and official functions related to donor conferences and other disaster-related meetings.

Supplies and materials

23.48 Estimated requirements ($20,000) are related to office supplies at Geneva and in the field, including recording tapes and diskettes. The Geneva office maintains a specialized reference library, which networks with scientific and research centres globally and requires subscriptions and the purchase of current disaster-related literature.

Furniture and equipment

23.49 The requirements of $263,500 include a non-recurrent provision of $217,000 for the acquisition of office furniture and equipment and the replacement of office automation equipment, as well as the installation of a new storage unit for records and data at Geneva.